

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: Support Services Director

DIVISION: Support Services

GENERAL DESCRIPTION:

Highly responsible work in the management and administration of Support Services programs including Employee Services (employee-side of risk management, human resources), Financial Services (purchasing, budget preparation and employee-side of risk management), Information Technology, and Administrative Services.

ESSENTIAL JOB FUNCTIONS:

1. Supervises and coordinates the activities of assigned departments or operations and implements plans, programs and actions consistent with the direction of the County Administrator. Coordinates the activities of and communications among assigned departments to include problem identification, problem resolution and completion of major projects.
2. Determines time priority of specific projects in accordance with their necessity and desirability and the time limits set for completion.
3. Prepares and processes various documents, reports and records including performance evaluation, applications, budgets, correspondence, business letters, agenda items, plans and proposals, etc.
4. Supervises the gathering of statistics, reports and exhibits. Makes presentations and recommendations to the Board of County Commissioners, County Administrator, advisory councils, federal, state, and other agencies.
5. Acts as Assistant Budget Officer. Responsible for coordinating the budget process and analyzing budgetary actions; supervises the preparation of the county budgets. Oversees the preparation, review and administration of long-range operational and capital improvement budget plans to ensure optimum efficiency and effective use of budget funds.
6. Analyzes a variety of financial information (revenues, expenditures, cash management, cost projections, etc.) for the purpose of providing direction and support, making recommendations, maximizing use of funds and/or ensuring overall operations are within budget.
7. Coordinates and supervises special projects as assigned by the County Administrator.
8. In case of emergency or crisis situation (hurricane, flood, etc.) position is required to respond/perform emergency and recovery duties as assigned by immediate supervisor.
9. Regular attendance.

(These essential job functions are not be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as requested)

MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of county government functions and organization.
- Knowledge of business English, spelling, and punctuation.

Support Services Director

- Knowledge of financial and budget matters.
- Knowledge of insurance procedures, terms, and practices.
- Ability to utilize mathematical formulas; to add, subtract, multiply and divide numbers; to determine percentages and decimals, to analyze statistical data.
- Ability to read and/or prepare a variety of forms and documents including budget requests, various budget-related reports, etc., using proper format.
- Ability to establish and maintain good working relationships with government officials, division directors, department heads, employees, business professionals and the general public.
- Ability to understand and follow complex policies, laws, and directives.
- Ability to utilize tact and diplomacy to deal effectively with the general public and fellow employees.
- Ability to communicate effectively both orally and in writing.
- Ability to understand and follow complex policies, laws, and directives.
- Ability to work efficiently and accurately in an atmosphere of frequent interruptions.
- Ability to remain calm in stressful situations.
- Ability to access, input, and retrieve information from a computer using Microsoft Word and Excel and other programs used for budget and purchasing.

EDUCATION AND EXPERIENCE:

- Graduation from an accredited four (4) year college or university with a Bachelor's Degree in Finance, Accounting or a closely related field.
- Master's degree in one of the above fields is preferred.
- Eight (8) years progressively responsible experience in the field of governmental budgeting and purchasing.
- Five (5) years experience in Human Resources and Risk Management
- Four (4) years experience in a supervisory capacity.

(A comparable amount of training, education or experience may be substituted for the above minimum qualifications.)

LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

- Valid Florida driver's license and a driving record acceptable to insurance provider.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable vision (with or without correction.)
- Acceptable hearing (with or without corrections.)
- Ability to communicate using speech, hearing, and vision skills.
- Ability to work under stress with time constraints.
- Ability to operate a personal computer.

ENVIRONMENTAL CONDITIONS:

- Inside in an office environment.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

11/08/11

FLSA Exempt Status

Employee Statement

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the Board of Sumter County Commissioners.

Support Services Director

Signature

Date